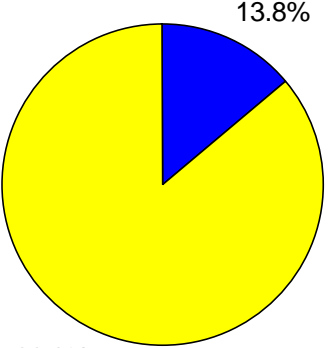


Department of Administration for Human Services

68-05-Human Resources

Fund/Agency: 001/68		Department of Administration for Human Services
Personnel Services	\$1,246,247	<p style="text-align: center;">CAPS Percentage of Agency Total</p>  <p style="text-align: center;">86.2% 13.8%</p> <p style="text-align: center;">■ Human Resources ■ All Other Agency CAPS</p>
Operating Expenses	\$409,612	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$1,655,859	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$1,655,859	
Positions/SYE involved in the delivery of this CAPS	25/25	

► CAPS Summary

The Department of Administration for Human Services' (DAHS) Human Resources business area provides personnel administration support, which includes classification and compensation, payroll, employee relations, and employee benefits to over 3,500 Human Services employees. Staff analyzes agency and program staffing levels and requirements, manages the process of setting priorities for classification actions for Human Services, implements Cultural Diversity plans, and coordinates with the Department of Management and Budget (DMB) and the Department of Human Resources (DHR) when agencies request dual encumbrances, abolish/establish actions, and position realignments when reorganizations are implemented. Human Resources staff will process an estimated 12,000 personnel transactions in FY 2002.

Department of Administration for Human Services

In accordance with County Code requirements, DAHS Human Resources staff fingerprint all persons who accept offers of hire for jobs that have the responsibility for minors, the impaired, the elderly, and other persons unable to care for themselves. Automated fingerprinting provides a more accurate method of fingerprinting, reduces the time it takes to fingerprint and document each person by 75 percent, and enables the automated transfer of data to the Virginia State Police Central Criminal Record Exchange and the Federal Bureau of Investigation/United States Department of Justice.

► Method of Service Provision

Human Resources employees work as partners in the Human Services system, providing direct administrative support to programs and adding value to service delivery. Human Resources staff also works closely with County agencies such as the Department of Management and Budget and the Department of Human Resources in order to provide timely, effective, and efficient service to Human Services agencies. DAHS Human Resources also provides guidance to, and serves as a liaison with, community-based organizations.

Business support services are provided by DAHS in the Pennino Building and at more than 350 office, residential, and recreational facilities across Fairfax County.

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Output: Certification lists processed	700	746	765	765	765
Service Quality: Average time to forward certification lists to program staff in various agencies	10 weeks	4 weeks	4 weeks	4 weeks	4 weeks
Outcome: Percent of certification lists obtained within 4 weeks	90.0%	90.0%	90.0%	99.0%	99.0%

Department of Administration for Human Services

► **Mandate Information**

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 51 - 75%. The specific Federal or State code and a brief description of the code follows:

- Employment practices must be consistent with Federal legislation such as the Americans with Disabilities Act, the Fair Labor Standards Act, and the Virginia Personnel Act. Human Resources is required to properly pay employees, to ensure compliance with Federal, State, and County policies, regulations, and procedures, and to monitor and report personnel expenditures. In addition, there are agency-specific requirements for local social service agencies. These include: staffing reports must be submitted to the Virginia Department of Social Services (Code of Virginia, Section 63.1-33 and 63.1-52); social service agencies must conform to a merit system of personnel administration for administrative staff and for employees handling financial assistance programs (Code of Virginia 63.1-61 and 63.1-87; and social service agencies must conform to a merit system of personnel administration for employees handling social service programs (Code of Virginia, 63.1-61 and 63.1-87).